

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 09/9/14

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR

DIRECTOR OF PLANNING-TOWNS

EXAMINATION #61054

DIRECTOR OF PLANNING -TOWNS Saratoga County. Currently there is one vacancy in the Town of Halfmoon. The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$58,569

LAST DAY TO FILE IS OCTOBER 29, 2014

DATE OF THE EXAMINATION IS DECEMBER 6, 2014

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (Residents and Non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: : This is professional, administrative work involving the responsibility for planning and directing the operations of a Town Planning Department. Duties are performed under the administrative direction of the Town Board and Town Supervisor with considerable leeway allowed in planning and executing the administrative, professional, and technical details of the work. Supervision is exercised over all professional, technical and clerical employees of the department. Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or NYS registered college or university with either:

- A. Master's Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and three (3) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity; Or
- B. Bachelor's Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and five (5) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity; Or
- C. An equivalent combination of training and experience as indicated in (A) or (B), above.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Administrative supervision-These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Administration-These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. Educating and interacting with the public-These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

4. Principles and practices of project management-These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the development, scheduling and oversight of various types of long-term projects, including cost/benefit evaluations and scheduling techniques such as the critical path method.

5. Community and regional physical planning, including zoning and subdivision regulations-These questions test for knowledge of the concepts and accepted practices involved in community and large-area development planning, the laws and regulations governing site and subdivision planning, and typical project development and zoning issues, including related legal terminology.

6. Community development program planning, including related federal and State laws and programs-These questions test for a comprehensive knowledge of the municipal and regional planning process, and familiarity with the various federal and New York State programs related to community development and the legislative regulations that authorize and fund them.

7. Environmental constraints and issues affecting the physical planning process, including government regulations-These questions test for knowledge of the various environmental concepts and the federal and New York State regulations governing air, land, water quality and other environmental issues related to the physical planning process, including impact statements.

8. Preparing written material-These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

NOTICE TO CANDIDATES: “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with ‘Typewriter Keyboards,’ ‘Spell Checkers,’ ‘Personal Digital Assistants,’ ‘Address Books,’ ‘Language Translators,’ ‘Dictionaries,’ or any similar devices are **prohibited**.”

ELIGIBLE LIST: A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

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| -World War II—December 7, 1941 to December 31, 1946 | -Grenada – October 23, 1983 – November 21, 1983 |
| -Korean War—June 27, 1950 to and including January 31, 1955 | -Panama – December 20, 1989 – January 31, 1990 |
| -Vietnam Conflict—February 28, 1961 until May 7, 1975 | -Persian Gulf – August 2, 1990 to the end of such |
| -Lebanon – June 1, 1983 – December 1, 1987 | hostilities (not yet determined) |

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge. If you are currently on active duty, you may request the addition of veteran’s credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing, downloading from www.saratogacountyny.gov, phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster St., Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER